



The United States Department of Justice, Office on Violence Against Women (OVW) (www.usdoj.gov/ovw) is pleased to announce that it is seeking applications for the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program. This program furthers the Department's mission by providing or enhancing training and services to address elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, involving victims who are 50 years of age or older.

OVW FY 2008

Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program

Eligibility

Applicants are limited to States, units of local government, Indian tribal governments or tribal organizations, and nonprofit, nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking, including faith- and community-based organizations.

(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by **January 17, 2008**.

All Applicants should register online with Grants.gov by **January 22, 2008**.

All applications are due by **8:00 p.m. E.S.T. on February 7, 2008**.

(See "Deadline: Application," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact OVW at (202) 307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2008-1724

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OVW Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (CFDA 16.528)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice (DOJ or the Department). Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program

Recognizing that individuals who are 50 years of age or older who are victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, face unique barriers to receiving assistance, Congress created the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program (Training Grants Program.) In Federal Fiscal Year 2008, OVW plans to fund projects that will provide a comprehensive approach to addressing elder abuse in their communities. This comprehensive approach will encompass providing training to criminal justice professionals, governmental agencies and victim assistants to enhance their ability to address elder abuse, neglect and exploitation in their communities; providing cross training opportunities to professionals working with older victims; developing or enhancing a community coordinated responses to elder abuse; and providing or enhancing services for victims who are 50 years of age or older (hereinafter “older victims” or “elder victims”).

Elder Abuse

The term “elder abuse” means any action against a person who is 50 years of age or older that constitutes the willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish or deprivation by a person, including a caregiver, of goods or services with the intent to cause physical harm, mental anguish, or mental illness. Elder abuse victims face unique obstacles.

Age or disability may increase the isolation of older individuals. Victims may refrain from seeking help or calling the police due to shame or embarrassment because the abuse was committed by a family member, friend or caregiver. Victims may also be intimidated by threats of being placed in a nursing home. Abuse may be explained away or dismissed by claims that the older person is confused or diminished as an expression of stress associated with caring for an aging individual. Professionals may perceive a victim's injuries as arising from aging, illness, or disability instead of recognizing that the injuries may be attributed to violence in the home. A

lack of services designed to meet the needs of older victims may leave them with no community resources to rely upon for assistance. A comprehensive approach to addressing elder abuse should address these barriers and improve systemic responses to older victims.

Older Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Domestic violence, dating violence, sexual assault and stalking affect victims in all age groups. Older individuals who are victims of these crimes also face additional challenges in accessing services to enhance their safety. Appropriate interventions may be compromised by misconceptions about older individuals. Some may think that domestic violence does not occur or lessens in later life, or that older persons are not victims of dating violence. Myths about sexual assault coupled with a failure to see older individuals as sexual beings can hinder professionals from recognizing indicators of sexual assault when dealing with older victims. Older victims may not be believed if they report stalking, particularly if the victim has dementia or psychiatric disabilities.

Deadline: Letter of Intent

All applicants who intend to apply for Federal Fiscal Year 2008 funding under this program are encouraged to submit a **non-binding letter of intent**, (please see http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf), to OVW by **Thursday, January 17, 2008**. You may send the letter to OVW at ovw.elder@usdoj.gov. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The Grants.gov registration deadline is **Thursday, January 22, 2008**. Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an (AGO). For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is **8:00 pm E.S.T. Thursday, February 7, 2008**. In addition, a hard copy must be sent via an overnight delivery method, postmarked by **Thursday, February 7, 2008**. See page 11 for further instructions.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process.

Eligible entities for this program are:

- States¹;
- Units of local government;
- Indian tribal governments or tribal organizations; and
- Nonprofit, nongovernmental victim services organizations with demonstrated experience in assisting elderly women or demonstrated experience in addressing domestic violence, dating violence, sexual assault, and stalking, including faith- and community-based organizations.

Unit of Local Government

For the purposes of this program, a **unit of local government** is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a State²; an Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior; or, for the purpose of assistance eligibility, any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or any Trust Territory of the United States. Local courts, police departments, pre-trial service agencies, district or city attorneys' offices, sheriffs' departments, probation and parole departments, shelters, nonprofit, nongovernmental victim services agencies, and universities are **not** considered units of local government for the purposes of this grant program unless they meet the "unit of local government" definition under 42 U.S.C. § 3791 (see footnote 2 below). These agencies or organizations may administer grant funds and assume responsibility for the development and implementation of the project, but they may not apply directly to OVW for funding support. Applications from typically "non-eligible" entities that want to assert "unit of local government" under 42 U.S.C. § 3791 must include proof of such status.

Indian Tribal Government

For the purposes of this program, **Tribal government** is defined as the governing body of an Indian tribe; or a tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.)), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (42 U.S.C. 13925 (a) 30.)) **Indian tribe** is defined as any tribe, band, pueblo, nation, or other organized group or community of Indians, including any Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. §1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. § 450b (e)).

Tribal Organization

For the purposes of this program, **Tribal organization** is defined as the governing body of any Indian Tribe; any legally established organization of Indians which is controlled, sanctioned, or chartered by such governing body of a tribe or tribes to be served, or which is democratically

¹ For the purposes of this grant program, a state is defined to include all states, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands, American Samoa, Guam and the Northern Mariana Islands.

² As defined in 42 U.S.C. § 3791, "unit of local government" also includes any law enforcement district or judicial enforcement district that is established under applicable State law and has the authority to, in a manner independent of other State entities, establish a budget and impose taxes.

elected by the adult members of the Indian community to be served by such organization and which includes the maximum participation of Indians in all phases of its activities; or any tribal nonprofit organization. (42 U.S.C. 13925 (a) (32.))³ Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

OVW Training Grants Program – Specific Information

Types of Applicants

In Federal Fiscal Year 2008, OVW will accept applications for the Training Grants Program from both current grantees and new applicants. Recipients of Federal Fiscal Year 2006 Training Grants Program funding may not apply to continue or enhance training of criminal justice professionals. Federal Fiscal Year 2006 grantees are **only** eligible to apply for continuation funding to provide cross training opportunities; develop or enhance community coordinated responses to elder abuse; and provide or enhance services for older victims. Recipients of Federal Fiscal Year 2007 Training Grants Program funding are **not** eligible to apply.

New applicants are those not currently receiving funding through the Training Grants Program.

Current grantees are those with an open Training Grants Program award.

³ As defined in 42 U.S.C. 13925 (a) (31), a "tribal nonprofit organization" is a victim services provider that has as its primary purpose to assist Native victims of domestic violence, dating violence, sexual assault, or stalking; and the staff and leadership of the organization must include persons with a demonstrated history of assisting American Indian or Alaska Native victims of domestic violence, dating violence, sexual assault, or stalking.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

Applicants should be aware that awards will be made as Cooperative Agreements, and OVW will play a substantial role in shaping and monitoring the project. The award period for new cooperative agreements will be 36 months. **Budget must reflect 36 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.** The award period for continuation cooperative agreements will be 24 months. **Budget must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Training Grants Program funds for Federal Fiscal Year 2008 will be awarded based on the following guidelines:

Request for new funding may not exceed \$500,000. Request for continuation funding may not exceed \$150,000.

Cooperative agreements may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to granting an award.

Program Scope

The Training Grants Program provides or enhances training and services to address elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, involving victims who are 50 years of age or older. The scope of the Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life program is outlined by the statutory language and the required program activities.

Statutory Program Purposes

By statute, funds under the Training Grants Program may be used for the following purposes:

- Training programs to assist law enforcement, prosecutors, governmental agencies, victim assistants, and relevant officers of Federal, State, tribal, territorial, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking against victims who are 50 years of age or older;
- Providing or enhancing services for victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, who are 50 years of age or older;
- Creating or supporting multidisciplinary collaborative community responses to victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking, who are 50 years of age or older; and

- Conducting cross-training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations serving victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking, who are 50 years of age or older.

Required Program Activities

Successful applicants for new cooperative agreements will be required to implement the following activities:

1) Partnership: Each applicant must develop a partnership consisting of the following four types of organizations/agencies:

- a) a law enforcement agency;
- b) a prosecutor's office;
- c) a nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program; and
- d) a nonprofit program that serves elder victims; governmental agencies (for example Adult Protective Services, state or city departments on aging) may serve as the project partner that works with elder victims.

Partnerships may also include additional relevant organizations/agencies including faith-based and community-based organizations.

2) Mandatory "Training of Trainers" Component: Each grantee must send a multi-disciplinary training team to a mandatory 4 day training of trainers component. Each partner organization must send representatives as follows: a law enforcement officer, a prosecutor, a representative from the victim service program and a representative from the organization that serves elder victims. It is highly recommended that grantees send two additional persons to the training as back-up trainers. A maximum of seven individuals may attend this event: six team members who will actively participate in the training and the project coordinator who may attend this event as an observer. This training event will enhance participants subject matter expertise and develop or enhance the skills necessary to redeliver training to law enforcement on the local level using the curriculum provided by OVW.

3) Mandatory Law Enforcement Training: Each applicant must commit to having its multi-disciplinary training team provide training to law enforcement in its community. To demonstrate this commitment, each applicant must submit the required letters of commitment from those law enforcement agencies that have agreed to have their personnel attend local law enforcement trainings. The training uses an OVW approved curriculum, designed to be delivered on the local level. This training is 16 hours in length and may be taught in 2 days or broken into four ½ day modules. Please see Appendix A, page 23 for a sample agenda.

4) Advanced Law Enforcement Training: Applicants must include funds in their budget to bring national expert(s) to their communities to provide advanced training for detectives and investigators. Each applicant must demonstrate a commitment to have detectives and/or investigators in its jurisdiction attend this training. This commitment must be shown in the required letters of commitment from those law enforcement agencies agreeing to have their personnel attend these trainings.

5) Prosecutors Workshop: Each applicant must commit to sending prosecutors in its jurisdiction to attend a 2 ½ day national prosecutors workshop on elder abuse. Attendance at this workshop will require participants to travel to this OVW sponsored training event. This

commitment must be shown in the required letters of commitment from the prosecutors' office(s) agreeing to have their personnel attend these trainings. This workshop will focus on prosecution of cases involving elder abuse, neglect, and exploitation.

6) Judicial Institute: Each applicant must commit to encouraging judges in its jurisdiction to attend a 4 day national judicial institute on elder abuse, neglect, and exploitation. The faculty for this judicial education event will consist of judges and national experts and is open solely to judges. Attendance at this institute will require participants to travel to this OVW sponsored education event.

7) Victim Assistants and Governmental Agencies Training: Each applicant must commit to providing direct training for victim assistants and those working in governmental agencies in their community. This commitment must be detailed in the Memorandum of Understanding (MOU). OVW is working with national experts to develop direct training on elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, and stalking, for victim assistants and government personnel who work with older victims. Federal Fiscal Year 2008 grantees will pilot this training. Applicants must commit to sending representatives from two project partners (one from the victim service program and one from the organization that serves elder victims) to a 1 ½ day training to enhance the participants' subject matter expertise and assist them in conducting training for their peers on the local level.

8) Cross-Training: Each applicant and its project partners must commit to conducting cross training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations working with older victims. This commitment must be detailed in the MOU. Federal Fiscal Year 2008 grantees will pilot tools to assist with cross training at the local level. This cross training will focus on helping each discipline develop a better understanding of the role each plays in addressing elder abuse in their community.

9) Collaborative Community Responses: Each partner must commit to creating or enhancing a multidisciplinary collaborative community response to elder abuse, neglect and exploitation. This commitment must be detailed in the MOU. OVW will provide intensive and comprehensive technical assistance to successful applicants to assist them in this effort. Each project partner will engage in a review of its own policies and protocols to determine the extent to which they are designed to aid in improving the identification, investigation, prosecution and adjudication of cases of elder abuse, exploitation and neglect, including domestic violence, dating violence, sexual assault and stalking.

10) Providing or Enhancing Services for Older Victims: Each applicant must commit to engaging in a two phase effort to provide services to older victims.

a) Planning Phase: Grantees will work with OVW and Training Grants Technical Assistance providers to establish the groundwork for developing or enhancing outreach and services to older victims. The planning phase will be for 12 months. The planning phase may include, but is not limited to, the following activities:

- Conducting a community needs assessment;
- Developing a strategic plan for outreach and service delivery which will be submitted to OVW for review and approval prior to release of funds for the implementation phase;
- Providing training to staff; and

- Reviewing agency policies and protocols to ensure that they are inclusive of older victims.

b) **Implementation Phase:** Upon successfully completing the planning phase, grantees will begin implementing outreach and the delivery of services to older victims. Funds included in the budget for the implementation phase will be placed on hold through a special condition to the award. These funds will not be released for access by grantees until they have been determined by OVW to have successfully completed the planning phase and have an acceptable implementation plan in place. During the implementation phase, grantees will continue working with OVW and OVW Technical Assistance providers to successfully execute their implementation plan.

11) **Evaluation:** Each applicant must commit to fully participate in evaluation of the program.

12) **Progress Reports:** Applicants will report on performance measures and grant-funded activities through the timely submission of complete semi-annual progress reports.

Successful applicants for continuation cooperative agreements will be required to implement activities 7 through 12.

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety (or trainings that advocate for those activities), such as the following:

- Family counseling as a systemic response to elder abuse;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not meet state standards or do not hold batterers accountable for their criminal behavior; and
- Procedures that would force victims of elder abuse or domestic violence to testify against their abusers or impose other sanctions on the victims.

Unallowable Activities

Grant funds under the Training Grants Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying or lobbying-related activities
- Fundraising
- Research projects
- Curriculum development
- Physical modifications to buildings, including minor renovations

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L.103-62, applicants who receive funding under this solicitation must

provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) Number of trainings funded by the Training Grants Program. 2) Number and type of people trained with funds provided by the Training Grants Program. 3) the number of older victims receiving requested services funded by the Training Grants Program.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/olderdisabtrain/olderdisabsemiform.pdf for a sample form.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions

Complete instructions can be found at www.grants.gov. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants must send via overnight delivery a complete hard-copy original of the application, including signed copies of all required Assurances and Certifications, **postmarked by February 7, 2008** to:

The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Training Grants Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000.

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.528, titled "Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program," and the funding opportunity number is OVW-2008-1724.

A DUNS number is required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for

a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Current Project (if applicable)
- No more than 20 pages for the Project Narrative (Items D through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is 16.528 (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

Narrative (Total 55 Points)

The following narrative will be submitted as an attachment in Grants.gov. Note that the Project Narrative (Items D through G below) may not exceed 20 pages in total.

A. Summary Data Sheet (one page)

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official.

- The law enforcement agency partnering on this project.
- The prosecutor's office partnering on this project.
- The nonprofit, nongovernmental victim services" program partnering on this project.
- The nonprofit program that serves older victims partnering on this project.
- Governmental agencies (for example Adult Protective Services, State or city departments on aging) may serve as the project partner working with older victims.
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented.
- The population and square mileage of the region to be served.
- Estimated project cost.

B. Abstract/Proposal Summary (one page)

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstract will be reviewed by the peer review panel according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project (five pages)

Only applicants for continuation funding need to complete this section. This section will be used for internal review only. Applications that do not meet the criteria below may receive a deduction in points. This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Training Grants Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of February 7, 2008, the anticipated time line for expenditure of any remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request.
- A description of the grantee's efforts to sustain part or all of the current project without Federal funds; and
- A list of all OVW-sponsored technical assistance events attended during the life of the current award, including the title, location and date(s) of each.

This section should be as clear and succinct as possible.

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the

current project has progressed in a timely manner as outlined in the original proposal;

- Whether the grantee has demonstrated that past activities supported with Training Grants Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the DOJ;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee has closed out prior awards in a timely manner;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Please note that applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants will not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps in service;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan;
- Identify the particular population to be served by the project (example: law enforcement officers, prosecutors, court officers, older victims) including the estimated number of individuals who would be trained and the estimated number of individuals who would receive services;
- Describe how the intended audience would benefit from the proposed training and services;
- Explain why existing training and/or educational programs, services, or materials do not meet current needs; and
- Note whether the proposed training enhances current domestic violence and/or sexual assault training programs.

E. What Will Be Done (20 points)

This section should briefly:

- Detail how the proposed project would assist in addressing the need for training and services. Applicants should also outline the specific tasks to be performed and the timeline for their completion.
- Describe how members of the multi-disciplinary training team will be chosen;
- Identify law enforcement partner(s): name of agency/ies or department/s that will send sworn officers to receive the mandatory trainings, size of department (sworn), number of sworn personnel that will receive training, number of hours that agency/ies or department/s will commit to having officers receive training and in what setting (in service, academy);
- Identify prosecution partner(s): name of office/s that will be sending prosecutors to receive the mandatory training, size of office (number of prosecutors), number of prosecutors that will be sent to receive training;
- Identify judicial partner(s): number and types of courts in the project area, number of judges that will attend training and the type of court over which the judges preside;
- Identify victim assistants and governmental agencies: name of organizations or agency/ies that will send personnel to receive the mandatory trainings; number of personnel that will be sent to receive training;
- State the number of victims over 50 currently receiving services from the victim service program and the organization that serves elder victims; and
- Describe the outreach and services the project proposes to provide to older victims during the second and third years of the project.

F. Who Will Implement the Project (20 points)

All applicants must identify the agency/ies or office/s responsible for carrying out the project. The narrative should identify the MOU partners and the ways the partnership would function throughout project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities. Applications must demonstrate a strong commitment to real, meaningful collaboration, both in the development and the implementation of the project. The application should demonstrate that the partnership is engaged in a working collaboration, or is in the process of developing such a relationship. Applications should include a description of the expertise or experience of all key staff. Available position descriptions and resumes should be appended to the application.

Victim services organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes, and have a demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

Nonprofit programs that serve older victims should meet all of the following criteria:

- Provide services to older victims as one of their primary purposes;
- Demonstrate an understanding of the unique obstacles faced by older individuals in seeking the services they need to obtain safety and participate fully in the criminal justice system;

- Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of older individuals; and
- Abstain from activities that compromise victim safety.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Training Grants Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative (Total 15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions, and nonprofit programs that serve older victims.

In the budget, funds to support services should be clearly divided to show funds supporting activities that will occur in the planning phase (year one) of the project and those supporting activities that will occur in the implementation phase (years 2 and 3). Please refer to pages 9-10 in the solicitation for additional information.

All applicants are required to allocate funds to support travel costs associated with the following technical assistance and capacity-building activities:

- New Grantee Orientation: one representative from each of the four required MOU partners is required to attend this two day meeting. The project coordinator must attend this meeting.
- Training of Trainers Component: one representative with training experience from each of the four required MOU partners is required to attend this four day training. A maximum of 7 individuals may attend this event: 6 team members who will actively participate in the training and the project coordinator who may attend this event as an observer;
- Advanced Law Enforcement Training: each applicant must bring one to two national experts to their community to provide advance training for detectives and/or investigators;
- Prosecutors' Training: each applicant must send between two to five prosecutors to the 2 ½ day prosecutors' training workshop sponsored by OVW;

- Judicial Institute: each applicant will agree to encourage two to five judges in their jurisdiction to attend the 4 day judicial institute sponsored by OVW and include funding for this purpose;
- Victim Assistants and Governmental Agencies Training: each applicant must send one representative from the victim service program and one representative from the organization that serves elder victims to this 1 ½ day OVW sponsored training.

Budget Caps

Applicants should carefully consider the resources needed to implement this project and present a realistic budget that accurately reflects the costs involved, for a 36-month budget. Applicants for the Training Grants Program may request up to \$500,000 to fund their project.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from OVW's Director.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- All applicants **are required** to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. This technical assistance includes, but is not limited to a mandatory training of trainers component for the multi-disciplinary training teams, a mandatory prosecutor's workshop, a mandatory judicial institute, and victim assistants and governmental agencies training. The location of these trainings will be determined at a later date. Applications selected for funding that do not include funding to attend these events will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required funding must be included in the "*travel*" category. Please provide an estimated breakdown for this funding (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for Training Grants Program designated technical

assistance unless otherwise approved by OVW. Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.

A Sample Budget Detail Worksheet is available at: http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU) (Total 20 points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way. OVW requires this be done by the submission of an MOU.

Each application must include, as an attachment, a current (i.e., signed and dated during the development of the proposal) MOU created and signed by the chief executive officers and/or directors of:

1. At least one law enforcement agency participating in project development and implementation;
2. At least one prosecutor's office participating in project development and implementation;
3. At least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program participating in project development and implementation; and
4. At least one nonprofit program that serves older victims participating in project development and implementation;

Additional MOU partners may include other relevant faith-based and community-based organizations.

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together

- and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Demonstrate a commitment to providing direct training for victim assistants and those working in governmental agencies in their community;
- Demonstrate a commitment to sending representatives from two project partners (one from the victim service program and one from the organization that serves elder victims) to a 1 ½ day OVW sponsored training;
- Demonstrate a commitment to conducting cross training for victim service organizations, governmental agencies, courts, law enforcement, and nonprofit, nongovernmental organizations working with older victims in their community;
- Demonstrate a commitment to creating or enhancing a multidisciplinary collaborative community response to elder abuse, neglect and exploitation;
- Demonstrate a commitment to engaging in a two phase effort (planning and implementation) to provide services to older victims;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions (e.g., office space, project staff, training), or grant funds.

The MOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

Letters of Commitment (each letter not to exceed 2 pages) (Total 10 points)

The application must include a letters of commitment from the specific law enforcement agency(ies), prosecutor's office(s), and Federal, State, tribal and local court(s) whose officers, prosecutors, and judges, would be trained. The letters must include:

- The name of the agency/organization sending appropriate personnel to receive training;
- A clear and absolute statement that the agency/organization is committed to sending its personnel to receive training;
- The type of personnel (law enforcement officers, prosecutors, judges) that will attend training;
- An estimate of the number of personnel that will be sent to receive training;
- Law enforcement agency/(ies) must include the number of hours of training that officers would receive from the projects' multi-disciplinary training team; and
- A statement as to whether the proposed training would enhance current domestic violence and/or sexual assault training.

Letters of support may **not** be submitted in lieu of the letters of commitment and will not be reviewed by reviewers.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf for a sample letter.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You

should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

Selection Criteria

In addition to the criteria above, all applications will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which project activities are clearly described and reflect sound and innovative strategies to improve victim safety;
- The extent to which the budget is reasonable and within established limits;
- The extent to which the project partners are engaging in a true collaboration;
- The extent to which the project demonstrates a systemic approach to providing training to criminal justice professionals, victim assistants and those working in governmental agencies in their community;
- The extent to which the project exhibits an understanding of the need to use a multi-disciplinary approach to addressing elder abuse; and
- The extent to which project activities can realistically be accomplished within 36 months (24 months for continuation grantees).

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to formal peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 7);
- Whether all eligibility criteria are met (see page 4);
- Whether the application proposes significant activities that may compromise victim safety (see page 10);
- Whether the proposed budget is within the established limits (see page 7).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 13 for further details on criteria for this review.) Applicants with an OVW grant history that failed

to meet grant deadlines, did not comply with OJP's financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following formal peer review, a second internal review will be conducted, considering, for example, the geographic distribution of the applications for a national perspective, the ratio of population to services, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (55 points for Narrative, 15 points for Budget, 20 points for the MOU, 10 points for the Letters of Commitment). Applications with the highest composite scores will be considered for funding.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide [hyperlink]
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to OJP and its components are deemed to refer to OVW, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile.**

Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed. Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of nonsupplanting;
- A MOU;
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire, (if applicable); and
- Letters of Commitment.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, applicants must send **via overnight delivery a complete hard-copy original of the application, postmarked by February 7, 2008** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Elder Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000.**

Appendix A

Sample Agenda for Law Enforcement Training

ELDER ABUSE TRAINING FOR LAW ENFORCEMENT

Agenda: Day One

Overview	8:00 a.m. – 8:50 am.*
Elder Abuse Dynamics (1)	9:00 a.m. – 9:50 a.m.
Elder Abuse Dynamics (2)	10:00 a.m. – 10:50 a.m.
Statutes and Legal Remedies	11:00 a.m. – 11:50 a.m.
Lunch	11:50 a.m. – 1:00 p.m.
Initial Response	1:00 p.m. – 1:50 p.m.
Investigative Strategies (1)	2:00 p.m. – 2:50 p.m.
Investigative Strategies (2)	3:00 p.m. – 3:50 p.m.
Investigative Strategies (3)	4:00 p.m. – 4:50 p.m.

Agenda: Day Two

Physical Abuse	8:00 a.m. – 8:50 am.
Neglect (1)	9:00 a.m. – 9:50 a.m.
Neglect (2)	10:00 a.m. – 10:50 a.m.
Sexual Abuse/Stalking	11:00 a.m. – 11:50 a.m.
Lunch	11:50 a.m. – 1:00 p.m.
Abuse in Facility Settings	1:00 p.m. – 1:50 p.m.
Financial Exploitation (1)	2:00 p.m. – 2:50 p.m.
Financial Exploitation (2)	3:00 p.m. – 3:50 p.m.
Working a Case	4:00 p.m. – 4:50 p.m.

*Ten minute breaks scheduled every 50 minutes.